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CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

(4) IIA

Administrative Instructions

MEMORANDUM  
NUMBER [REDACTED]

2 September 1947

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SUBJECT: Security Requirements for CIG Personnel Engaged in Private Foreign Travel

1. The policies and instructions contained herein apply to all individuals who go abroad in a private capacity during any period of employment or duty with the Central Intelligence Group. They are not intended to interfere unduly with personal activities during travel abroad, but are essential from a CIG security aspect and for the personal protection of the individual concerned.

2. Prior to departure from a duty status:

a. Clearance will be obtained from the Executive for Inspection and Security.

b. Building passes and other CIG identification must be surrendered to the Executive for Inspection and Security.

c. Addresses through which the individual can be reached will be filed with the Administrative Officer of the Office or Staff Section in which employed.

d. Any personal papers or publications to accompany the individual will be carefully inspected by the individual concerned to insure that no information relative to CIG or his connection therewith is included.

3. In connection with applications for passports or visas:

a. There is no objection to identification as an employee of CIG if found necessary. If name of employer and business address is required to obtain a visa, the official CIG address (Central Intelligence Group, 2430 "E" St., N.W., Washington, D.C.) may be given.

b. The purpose of the trip will be stated as for personal business or pleasure.

c. Occupation for entry in passports will be stated as "U.S. Government Employee".

d. Personal address for entry in passport will be stated as the residential address of the individual.

e. Diplomatic or special passports will not be requested.

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*Recommended by  
A. J.  
dated 16 Feb. 49*

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- 2 -

4. It is particularly emphasized that in the course of private foreign travel CIG personnel should avoid any activity that gives the appearance of seeking to obtain or develop significant information. The interests of the CIG and its personnel will best be served if all persons will remember that during vacation or private business travel they have no operating responsibility to the CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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Executive for  
Administration and Management

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